

U. S. Department of Labor



Employment and Training Administration

Dallas / Denver Region IV

Dallas Regional Office
525 Griffin St., Room 317
Dallas, Texas 75202

Denver Affiliate Office
1999 Broadway, Suite 1780
Denver, Colorado 80202
P.O. Box 46550
Denver, Colorado 80201-6550

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DALLAS REGION: DIRECTIVE NO. 03-04

TO: REGION IV CENTER DIRECTORS
REGION IV JOB CORPS CENTER & AGENCY CONTRACTORS

FROM: JUNE C. BOSWELL
Acting Regional Director
Office of Job Corps

SUBJECT: Risk Assessment Plans

1. Purpose. To remind Job Corps Centers to review and update their Risk Assessment Plans which are due by February 15, 2004, to ensure strategies to address possible terrorist threats are included.
2. Background. Devastating acts, such as the terrorist attacks on the World Trade Center and the Pentagon, have left many concerned about potential future incidents in or around Job Corps Centers. While there is no immediate threat, there are things we can do to prepare for the unexpected. Taking preparatory actions can be reassuring to staff and students, letting them know that centers can exert a measure of control in the face of potential danger. To assist centers in updating their plans, we have identified a number of websites designed to provide information on handling potential dangers:

<http://www.redcross.org/services/disaster/>

<http://www.fema.gov/dizprepare.htm>

<http://www.fema.gov/pte/gaheop.htm>

<http://www.ndpo.gov/>

<http://www.fbi.gov/publications.htm>

<http://www.bt.cdc.gov/>

Information on Disaster Services
Disaster Preparedness Information
Guide for Hazard Preparedness
National Domestic Preparedness
Office – Clearinghouse
FBI Publications – Recommend “The
School Shooter.”
Center for Disease Control -
Emergency Preparedness



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<http://www.ready.gov/>

U.S. Dept. of Homeland Security – Site offers resources and tips for terrorism preparation and provides tips on how to make an emergency supply kit.

The sites listed above contain links to other helpful sites that may provide additional information.

PRH Appendix 505, Exhibit 5-2 requires that Risk Assessment Plans be updated annually and submitted by February 15th. Implementation of the Job Corps Safety Program Review Guide also requires all centers to have an approved plan on file at the center.

In addition, please reference Job Corps Information Notice No. 02-21 dated April 16, 2003, which previously provided guidance to the Job Corps Community on matters pertaining to emergency response requirements and a framework for developing or revising center and Regional Office Emergency Management Plans.

3. Action. Center Directors, Safety Officers, and other center management staff should review/update the Risk Assessment Plan to ensure it contains plans and strategies to deal with potential threats from terrorist activities. The plans should consider the nature of the hazard (Chemical, Biological, or Conventional) and the amount of warning time involved. If the center becomes inoperable due to a disaster and you couldn't get back to the center for 30 days, what would you do and how do we get back into business? The center should consider (1) how do we get out of here, (2) what do we need to protect, and (3) what are the short and long term needs to be addressed? The plan should also include: staff & student training, evacuation procedures, shelter, first aid, and recovery.

Center Directors must also compile a complete listing of center staff, which should include up-to-date phone numbers and alternate contacts. This list should be kept in several places both on and off center to facilitate accountability for staff. A copy should also be provided to your Project Manager.

Expiration Date. Until superseded.

4. Inquiries. Please direct any questions to June Boswell at (214) 767-2567 or to your Project Manager.